



Mailchimp Manual for Daylite 4

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General



The MailChimp plugin for Daylite 4

General

MailChimp is an additional Daylite add-on of the company [OSXpert Ltd.](#) With this plugin the user can send Daylite-contacts to MailChimp or rather handle them on www.mailchimp.com. The plugin creates a new Daylite-group named '[MailChimp] <your list name>'. Daylite contacts can be moved to this group by drag&drop and be sent to the target MailChimp list. This mechanism allows the user to comfortably monitor and edit the list of his subscribers from within the Daylite-application. Unsubscribed contacts are automatically deleted from the '[MailChimp] <your list name>' -group.

Features

The MailChimp plugin for Daylite contains the following features:

- Send Daylite contacts to MailChimp lists
- Unsubscribed contacts are automatically deleted from the group '[MailChimp] <your list name>'
- New Subscribers are automatically sent from the MailChimp server to the group '[MailChimp] <your list name>'
- MailChimp Merge Key Management is provided from within the Daylite application
- Supporting multiple MailChimp lists (each list will be created with the name '[MailChimp] <your list name>')
- Contacts that could not be added to MailChimp, are stored in a sub-group 'Errors'

System Requirements

OS X: OS X 10.7 or higher

Daylite: 4.0.5 or higher



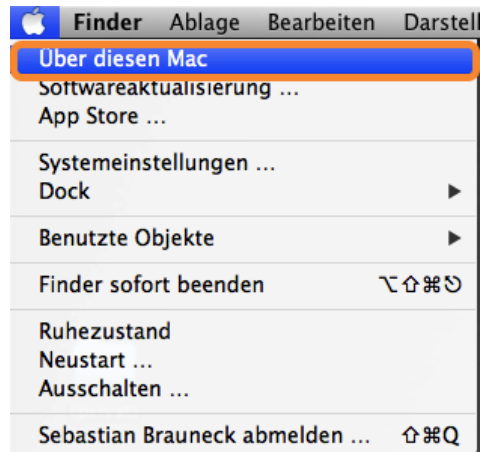
Setup

Installation

1. To check the Daylite version you're using, go to the Daylite menu and select 'About Daylite'



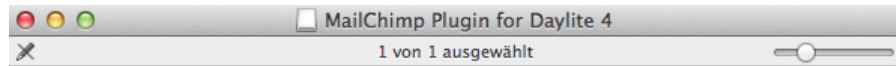
2. To check your OS X version go to the Apple menu and select 'About this Mac'



3. Perform a double-click on 'MailChimpPlugin_for_Daylite4.dmg'.



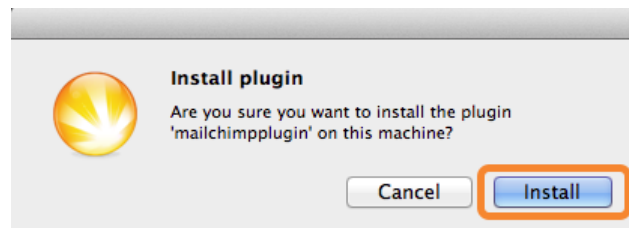
4. Perform a double-click on 'mailchimpplugin.daylite-plugin'



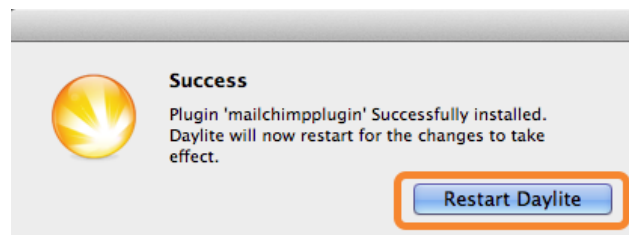
Double click to install:



5. Confirm the following message with a click on 'Install'



6. To finish the installation perform a click on 'Restart Daylite'



7. To use GeoFind, you have to do some more steps. See the following chapter '[Purchasing and adding licenses](#)'

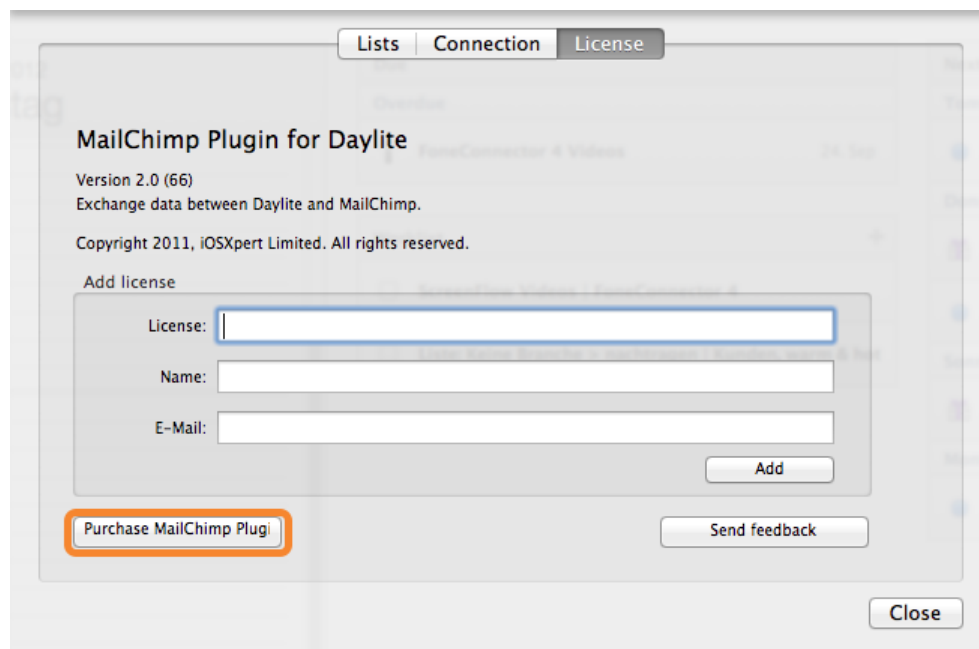
Purchasing and adding licenses

In order to use the MailChimp Plugin you need to have successfully purchased and added a valid license. If you have not yet aquired a license for this plugin you can do the following:

1. Open your Daylite application
2. Choose 'Plugins' --> 'MailChimp' --> 'Settings...'



3. Click on 'Purchase MailChimp Plugin' in the following pop-up window.





4. A new email will pop up in which you can state your purchase intentions.
5. Enter your data and then click 'Add'.

The image shows a software dialog box titled "MailChimp Plugin for Daylite". At the top, there are three tabs: "Lists", "Connection", and "License", with "License" being the active tab. Below the title, the text reads: "Version 2.0 (66)", "Exchange data between Daylite and MailChimp.", and "Copyright 2011, IOSXpert Limited. All rights reserved." Underneath, there is a section titled "Add license" which contains three input fields: "License:", "Name:", and "E-Mail:". Each of these three fields has an orange arrow pointing to it from the left. To the right of the "E-Mail:" field is an "Add" button, which is highlighted with an orange border. At the bottom of the dialog box, there are three buttons: "Purchase MailChimp Plug...", "Send feedback", and "Close".



Usage



Adding the necessary API Key

In order to use the MailChimp Plugin you have to enter a specific API Key.

1. Open up a browser of your choice and go to 'www.mailchimp.com'.
2. In case that you do not already have an account on www.mailchimp.com you can register now.
3. Log into your account on the [MailChimp-Website](#) .
4. In the left menubar take a click on your account name

Dashboard

Recent Campaigns

Weihnachtsgruß View Report

16 Recipients · List: ASDF Newsletter · Delivered: 12/10

1 Opens

List avg

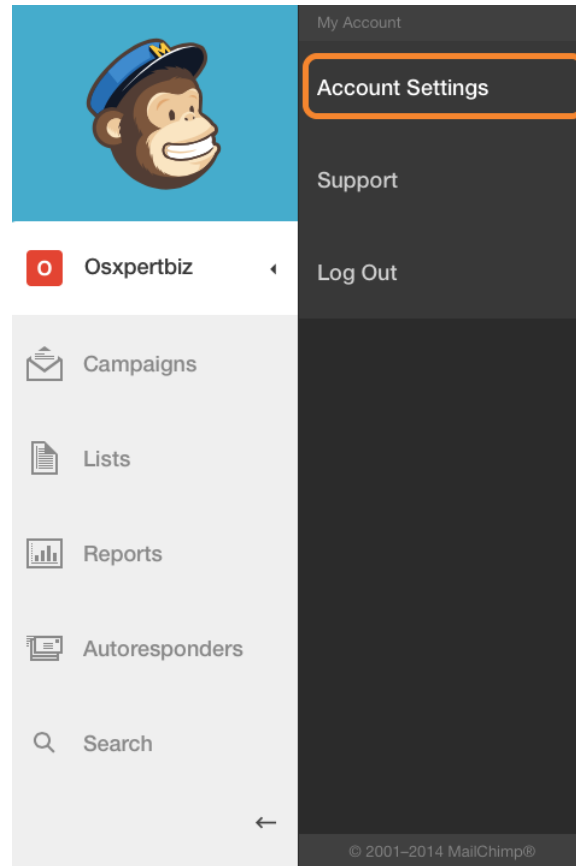
Industry avg

List Growth

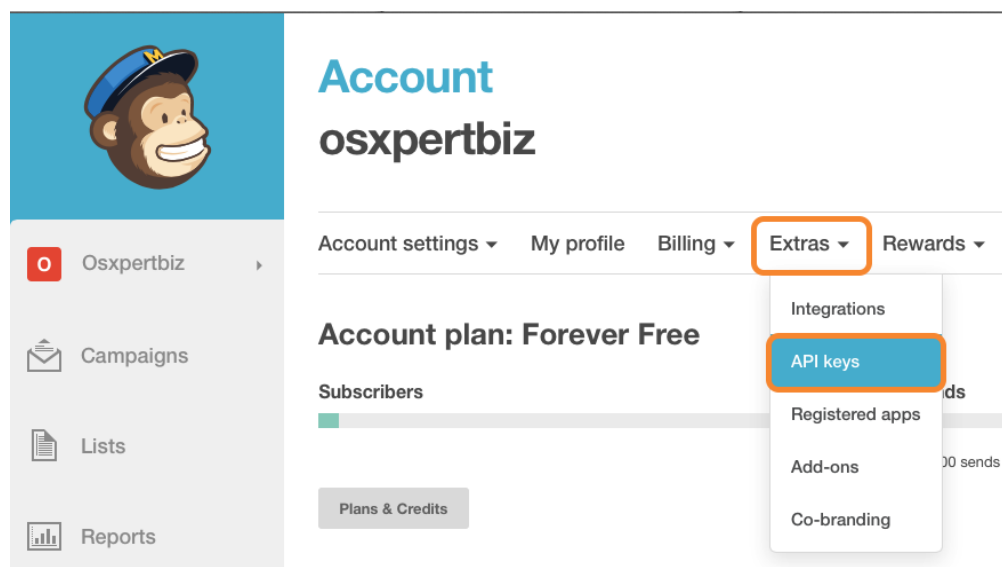
All Lists Subscribes Import



5. Now select 'Account Settings'



6. Navigate to 'Extras' -> 'API keys'





7. Mark the key and copy it to your clipboard with <cmd ⌘> + <v>

Your API keys

API keys provide full access to your MailChimp account, so keep them like a secret. [Tips on keeping API keys safe.](#)

[Mandrill API Keys](#)

Created	User	Label	API Key	QR Code	Status
Dec 10, 2013 04:08 am	osxpertbiz (owner)	Schulung	07f8	QR	Disable

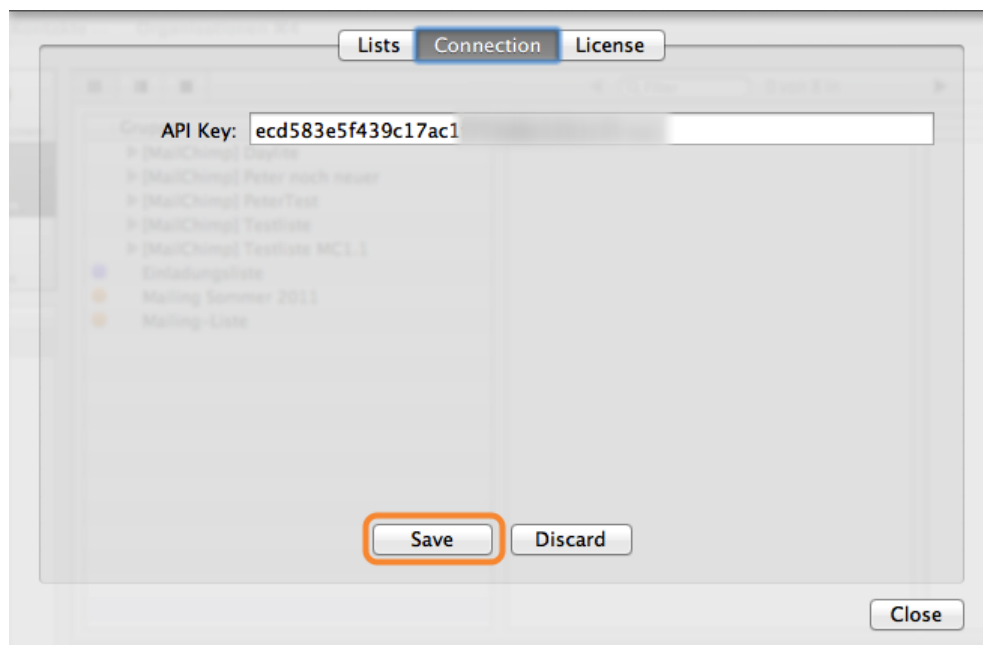
8. Open your Daylite application.

9. Go to 'Plugins' --> 'MailChimp' --> 'Settings...'



10. Go to 'Connections' at the top of the pop-up window. Here you can enter your API Key by <cmd ⌘> + <v>.

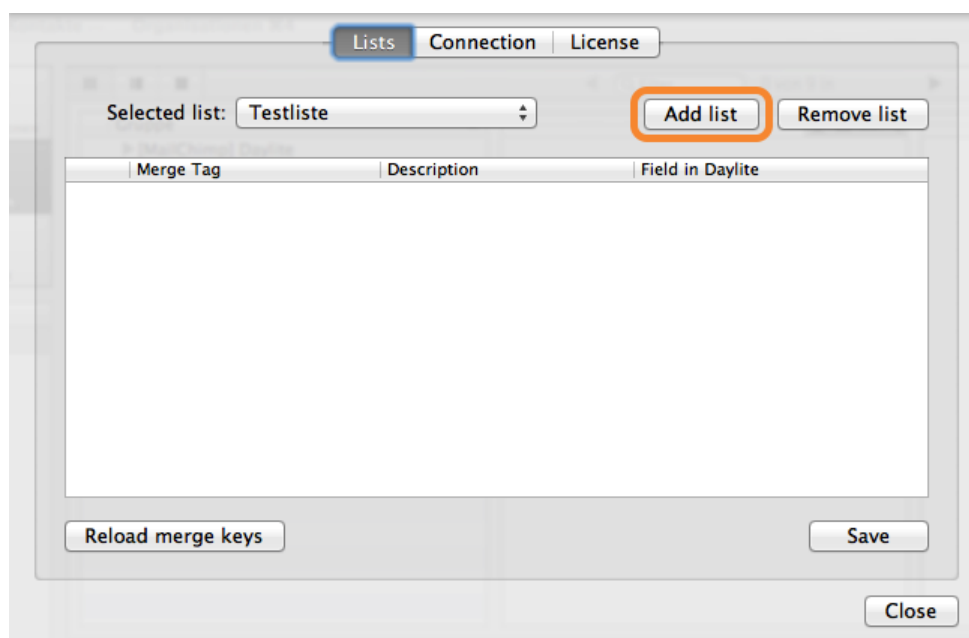
11. Perform a click on 'Save'



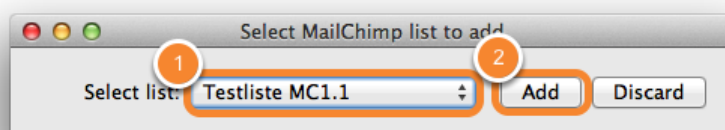
Adding lists

To add a new list, it's important to set an API key as in the [previous chapter](#).

1. Choose 'Plugins' --> 'MailChimp' --> 'Settings...'
2. Click 'Add list'



3. Select the list in the pop-up menu and then click 'Add'



A Daylite group will be created with the name '[MailChimp] <your Listenname>' as well as two sub-groups.

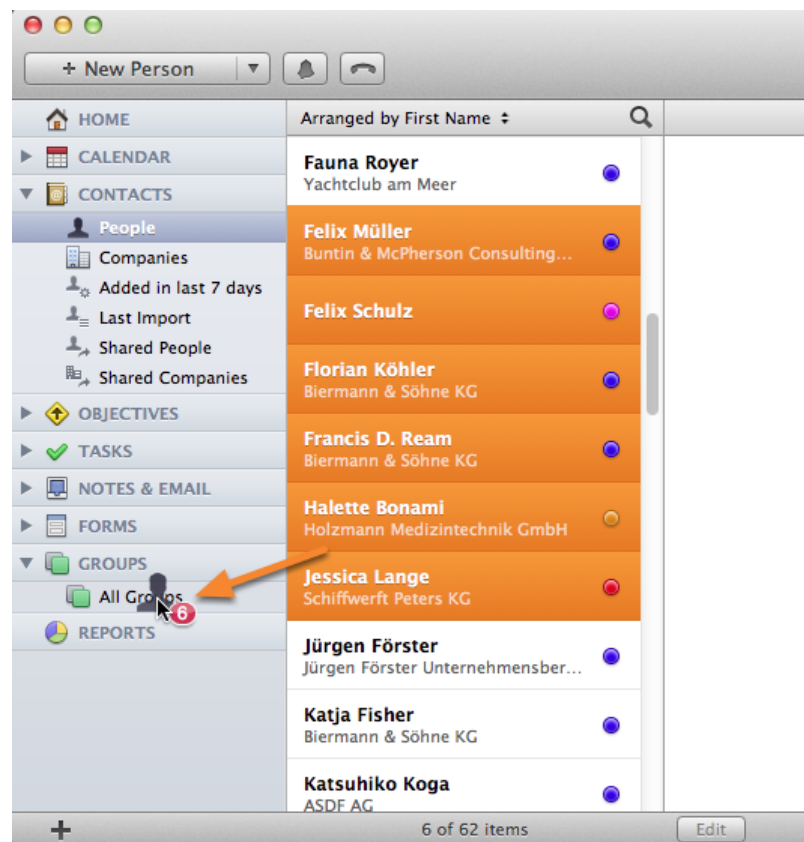
The first sub-group 'Errors' is for contacts where an error is encountered.

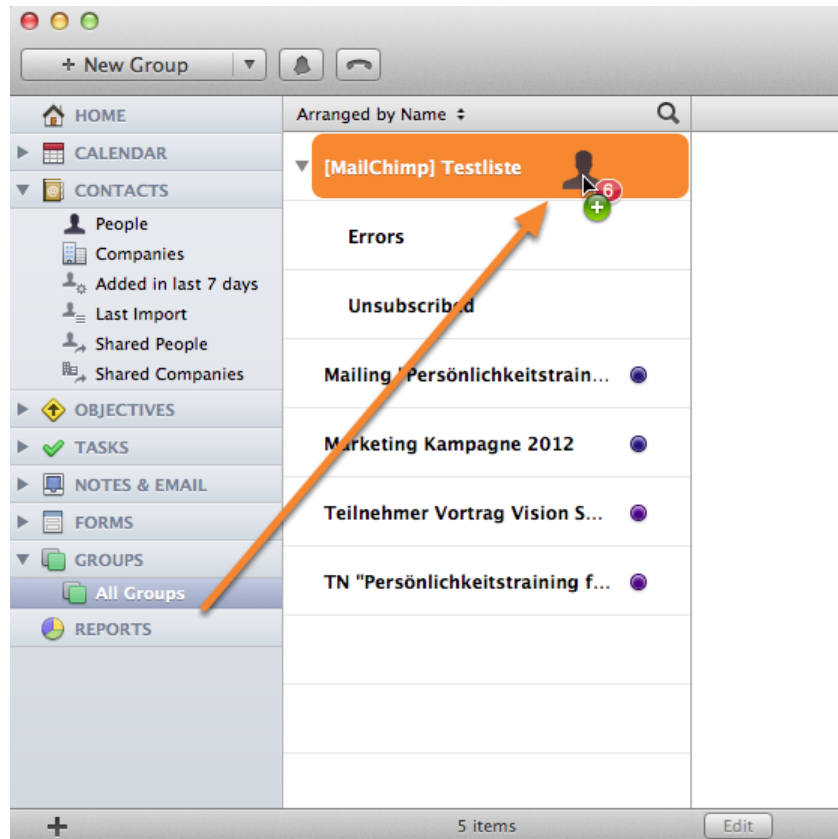
The second sub-group 'Unsubscribers' is for contacts, which have been removed from the list.

Sending contacts to a MailChimp list

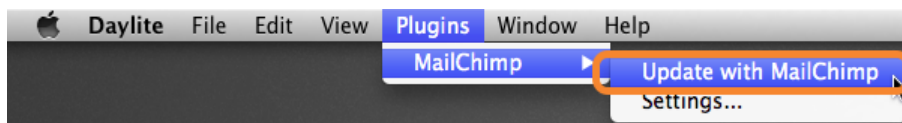
The MailChimp plugin automatically creates a new group named '[MailChimp] <Your listname>'. You can drag&drop the contacts that you want to send to the MailChimp list into this group. Do the following:

1. Open your Daylite application.
2. Highlight the desired contact(s) with your mouse and drag them over the 'All Groups'-button in Daylite. After hovering over this button for about 2 seconds the view changes and you can drop the contacts onto the group '[MailChimp] <your list name>'.

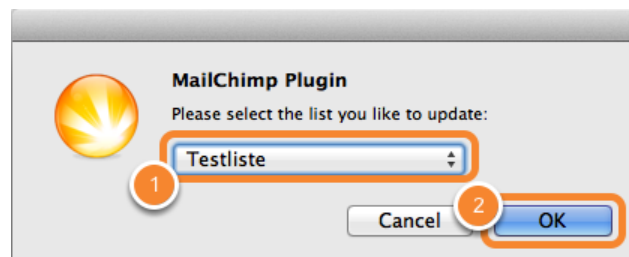




4. Complete the procedure by choosing 'Plugins' --> 'MailChimp' --> 'Update with MailChimp'



4. Choose your desired list and then click on 'OK'.





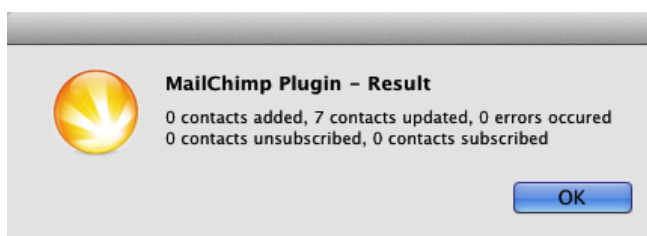
Getting an update of your subscribers-list from the server

The MailChimp plugin user can request updates about the current list of subscribers and simultaneously update his group '[MailChimp Subscriber]'. This means that new contacts that have been added online through the MailChimp interface will be added and unsubscribed contacts will be deleted from the group.

To get such an update, do the following:

1. Go to 'Plugins' --> 'MailChimp' --> 'Update with Mailchimp'.
2. Choose the list and perform a click on 'OK'.

Doing that will result in a pop-up window similar to this one:



Merge Key usage

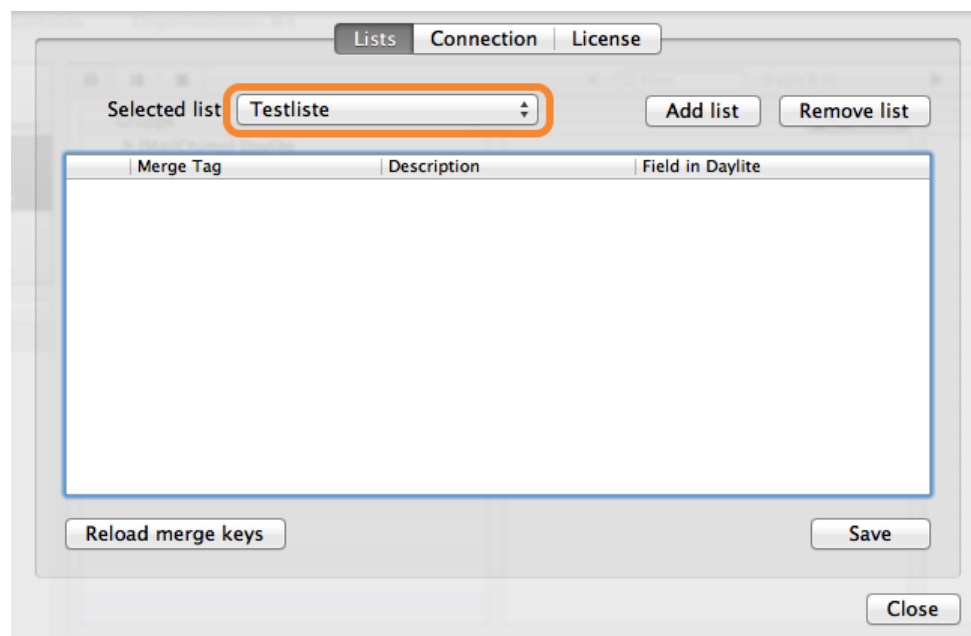
The MailChimp plugin offers the option of managing your MailChimp Merge Keys. Should the term 'Merge Key' be new to you please visit www.mailchimp.com for more information.

To manage your Merge Keys follow these steps:

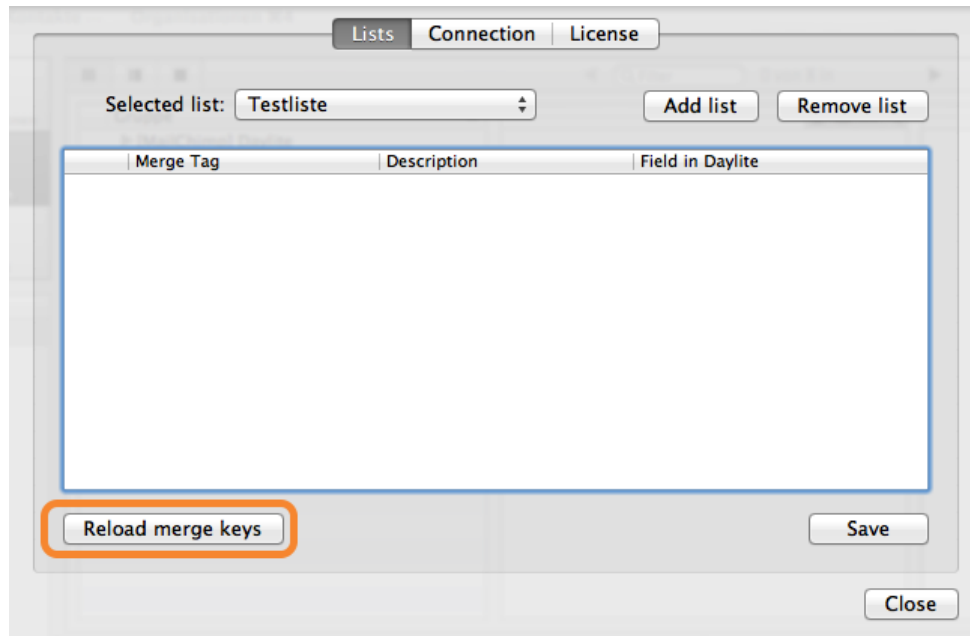
1. Open your Daylite application.
2. Go to 'Plugins' --> 'MailChimp' --> 'Settings...'



3. Select the list for which you want to set Merge Keys

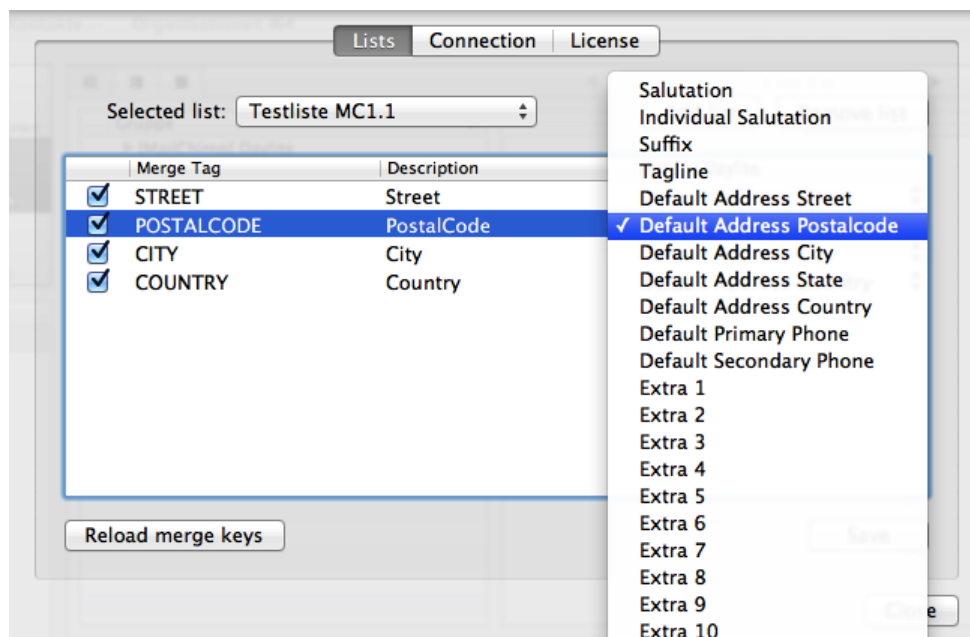


4. A click on the button 'Reload merge keys' updates the list with your personal Merge Keys from www.mailchimp.com



5. You can check the Merge Keys that you want to use and choose a corresponding 'Field in Daylite' in which this Merge Key will be entered.

6. Complete the procedure by pressing the 'Save'-button.





Miscellaneous



Questions, problems and other information

iosxpert

If you have problems, questions or general information requests please contact us:

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